

ADMINISTRATIVE
INTERNAL USE ONLY

NOTES AND INSTRUCTIONS FOR THE FY 74/75 APP REPORT

The Annual Personnel Plan is structured to provide reports and statements of goals on a Career Service...or Career Sub-group... basis. Therefore, report only on the people and positions having the Service Designation of your Career Service (except as noted otherwise on a few of the reports) and be sure to include personnel of your Service on assignment to another Career Service and occupying the slot of that Service.

1. In those Career Services where the Career Sub-groups have not yet been formally identified, the term "Sub-group" for APP reporting purposes should be interpreted as applying to Divisions or Offices, i.e., the first group below the Directorate level. All Directorate Career Services should include their Staffs or other administrative structures as separate reporting components unless the assignees to those components carry a Sub-group designation and are included in the reports of the Sub-group. In other words, by one means or another, insure all personnel with the Career Service designation are included in the APP of that Career Service.
2. The CSGA columns in Unit I must be completed for the Career Service, but its use is optional for the Career Sub-groups and dependent on how the Career Service has handled this aspect of management within the Service.
3. On page 5 of the APP, "Planned Alterations," the column for "Methods of Achieving Change" was not explained in the footnotes. The entries here should be a comment indicating how the Career Service plans to make the change -- such as, "retraining of incumbents," or "new recruitment." If it is a "new recruitment," and there are a number of employees becoming surplus as a result, please comment on plans for the surplus group. This could be "phased out by retirement," "reassignment within Service or with assistance of OP within the Agency," "retraining for duties not related to new requirements" or however the Service plans to handle the matter.
4. Three copies of the APP Report forms have been made available to the Career Services for each Career Sub-group and the Career Service itself. In addition, there are a number of additional copies for each Career Service for unexpected distribution needs. If any copies are excess to your needs, please return to OP/P&C.
5. Two "clean" copies of the consolidated Career Service APP are to be forwarded to the Director of Personnel. One will be a part of the APP analysis prepared for the Director.
6. One copy of each Career Sub-group APP is to be forwarded to the Director of Personnel with the Career Service consolidated APP's.

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7. Please package the Career Sub-group reports by fastening with a large Ecko fastener at the left side, and ~~tab~~ tape the individual reports from left to right. The package is too big for a kraft folder, but to preserve the papers in reasonable condition, it would be appreciated if a folder is cut in half and a top and bottom be made for the package. Please do not tab or fasten the Career Service report in any way; the format for submission to the Director is not yet determined.

SPECIAL NOTE:

In order to help the Director of Personnel keep pace with the formal developments in implementation of the Career Service responsibilities assigned under the New Personnel Approaches announced by the Director in April, please forward to OP/Review Staff copies of all notices, bulletins or other publications issued by the Career Services or Career Sub-groups concerning personnel management. The Review Staff will also serve as a "clearing house" for the exchange of information and ideas on the various implementing procedures.

ANNUAL PERSONNEL PLAN

COMMENT SHEET

STATEMENT OF PURPOSE

1. The Annual Personnel Plan develops fiscal year goals as targets for action in significant areas of personnel management. The Plan and progress thereon are reported to the Director in statistical terms for his use in evaluating the Agency's personnel management operations. APP's are developed individually for each of the five Career Services and are the responsibility of the Heads of those Career Services, reflecting their commitment to the stated goals. Carefully prepared APP Reports provide the Director with a detailed picture of the plans and progress of each Career Service in areas of major personnel management concern. As initially developed at the Career Sub-Group level, APP Reports provide the Head of each Career Service an equally detailed picture of the significant personnel management objectives of those Sub-Groups. At each echelon, the reviewing officer has the opportunity to evaluate the goals presented and to revise them where needed to insure that they conform with and support the personnel management objectives of the Career Service and of the Agency.

2. The objective of the Annual Personnel Plan is the establishment of goals, i.e., specific targets of accomplishment. The APP is not merely a statement of personnel projections. Three major steps must be considered carefully in the preparation of an effective and meaningful APP.

a. There must be an understanding of the program objectives and priorities of the Career Service, and of the Agency, with an awareness of what is needed in the area of personnel management to achieve them.

b. There must be careful review and a sound understanding of the current personnel situation and those actions which will -- or do -- affect it.

c. There must be positive consideration and the development of personnel management objectives which in their implementation will provide maximum contribution toward Agency goals.

Total manpower goals in the APP should not exceed the manpower resources in the FY 75 Program.

CONTENT OF THE ANNUAL PERSONNEL PLAN REPORT

1. Apart from a few format revisions and an entry for the evaluation of FY 74 goals, the data presented in the Annual Personnel Plan Report for

FY 74/75 is basically the same as that in the original APP. The new Report format is divided into five parts.

I - On-Duty Strength Statistics. An overall report of on-duty strength and goals, including the gross count of various actions, such as gains, losses and promotions, which affect the year-end result.

II - Manpower Statistics. Reports of planned personnel management actions in significant areas. It is, in effect, an analysis of the detailed developments which make up the overall manpower picture.

III - Training. A summary of training plans for the fiscal year, including those for CORE courses, an itemized listing of language training plans and a statistical report of overall language capability.

IV - Equal Employment Opportunity. A report of the goals established for certain specific facets of the EEO Program.

V - Background Statistics. A report of past year statistics in several areas of personnel management pertinent as background for the development of future plans.

2. Most of the charts in the FY 74/75 APP Report have been prepared to provide for an evaluation of the progress toward the FY 74 Goals. The data for the "goals" line will be that stated in the FY 73/74 APP Submission. If any of these goals have been changed by formal amendment to the Director of Personnel, use the amended figure and note in the margin that it is an amended figure. Changes which resulted from arithmetical or other errors on the original report and which were amended before the final APP Report was prepared for the Director need not be noted as such. The FY 74 Achievements figure can be obtained from the pertinent Computer Listings which will be made available. It is suggested, however, that components may wish to check their own records to insure the accuracy of achievement reports.

3. As in the previous APP, the applicable computer run providing the fiscal year data is noted in the reference listing for each chart. Several new listings are included which are designed to provide as much information as possible in a format easily transferable to the APP charts. The "Other Racial Minority" information is provided by Listing Number 249 - a coded name list identifying Black, Oriental, Spanish surnamed, male and female personnel. It will be necessary to determine the "Other Racial Minority," Oriental and Spanish surnamed personnel, by hand count. The computer count of Orientals should be accurate, but the Spanish surnamed report is new (required by CSC) and may not be complete for a particular component. If it is not, and additional personnel in this category have been identified, an adjustment should be made to the number provided in the

Listing, and a note made in the margin of the report to indicate the change. This will assist those who collate the information and who may have reason to check the computer listings for comparative purposes.

SCHEDULE FOR APP REPORT SUBMISSIONS

1. The FY 74/75 APP Report is due to the Director of Personnel by 3 September 1974. The format for the Report is being distributed in June to allow sufficient lead time for proper planning and the establishment of meaningful goals. The FY 74 Achievement figures will cover the entire fiscal year and will include June actions. That information which is in the computer will be on the Listings dated 30 June 1974 which will be distributed o/a 15 July.

2. Scheduling and deadlines for receipt of the Career Sub-Group reports should be programmed by the respective Career Services to allow time for careful review at the Directorate level and for the revision of Sub-Group goals if deemed necessary. While most of the consolidated Career Service APP statistics will equal the total of the Sub-Group submissions, some will reflect only Career Service goals. The correctness of the base data and the arithmetic should be carefully verified to avoid problems with subsequent reviews and the Agency consolidation.

3. With the distribution of the FY 74/75 APP forms, meetings will be arranged to explain the intent and format of the Report, and the use of the computer listings in facilitating the preparation. Thereafter, representatives of the OP Review Staff will be available to answer questions and assist in the preparation of the Reports.

ANNUAL PERSONNEL PLAN
FY 74/75

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UNIT I
On Duty Strength Statistics
COMPONENT

Approved For Release 2001/08/09 : CIA-RDP78-05343A000200010062-7
FY 74 GOALS AND FY 74 ACHIEVEMENTS - OVERALL PLAN

	TOTAL	GS GRADES														SPS EP PL	WAGE BD.	MIL
		GS 18	GS 17	GS 16	GS 15	GS 14	GS 13	GS 12	GS 11	GS 10	GS 9	GS 8	GS 7	GS 6	GS 5	GS 4	GS 3	
CAREER SERVICE ON DUTY STRENGTH* 6/30/73 (FY 74 APP) (_____ AVERAGE GRADE)																		
LOSSES A. *** TO AGENCY, NOT ONLY TO CAREER SERVICE - FY 74																		
B. BY CHANGE OF SD - FY 74																		
TOTAL LOSSES																		
GAINS A. *** TO AGENCY, NOT ONLY TO CAREER SERVICE - FY 74																		
B. BY CHANGE OF SD - FY 74																		
TOTAL GAINS																		
PLANNED PROMOTIONS - FY 74 (SHOW 'TO' GRADE ONLY) (FY 74 APP)																		
ACTUAL PROMOTIONS - FY 74 (SHOW 'TO' GRADE ONLY)																		
CAREER SERVICE ODS GOAL 6/30/74 (FY 74 APP)																		
CAREER SERVICE ODS - 6/30/74 (_____ AVERAGE GRADE)																		
ADJUSTED CAREER SERVICE GS POSITION CEILING (CSGA) AND NON-GS CEILING 6/30/74																		

COMMENTS: * INCLUDE ONLY EMPLOYEES WITH SD OF CAREER SERVICE CONCERNED.

**LOSSES INCLUDE RESIGNATIONS, RETIREMENTS, DEATH, APPROVED DISABILITY RETIREES ON EXT. S/L, LWOP 6 MD, OR LDNCER AND IN EFFECT 6/30/74. EMPLOYEEES ON REIMBURSEABLE DETAIL.

***GAINS INCLUDE FODS WITH AGENCY, RETURN FROM EXTENDED LWOP, RETURN FROM REIMBURSEABLE DETAIL.

REFERENCE: COMPUTER LISTINGS 207A, 262, 241, 212. Approved For Release 2001/08/09 : CIA-RDP78-05343A000200010062-7

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UNIT I
On Duty Strength Statistics
COMPONENT

**Approved For Release 2001/08/09 : CIA-RDP78-05343A000200010062-7
OVERALL PLAN FOR PROJECTED CHANGES IN PERSONNEL STRENGTH - FY 75**

	TOTAL	GS GRADES															SPS EP PL	WAGE BD.	MIL
		GS 18	GS 17	GS 16	GS 15	GS 14	GS 13	GS 12	GS 11	GS 10	GS 9	GS 8	GS 7	GS 6	GS 5	GS 4			
CAREER SERVICE ON DUTY STRENGTH 6/30/74 (AVERAGE GRADE)																			
ESTIMATED PERSONNEL LOSSES - FY 75																			
A. *LOSSES TO AGENCY, NOT ONLY TO CAREER SERVICE																			
B. LOSSES BY CHANGE OF SD																			
TOTAL LOSSES																			
PLANNED PERSONNEL GAINS - FY 75																			
A. **GAINS TO AGENCY, NOT ONLY CAREER SVC.																			
B. GAINS BY CHANGE OF SD																			
TOTAL GAINS																			
PROJECTED ODS END OF FY 75 AFTER GAINS/LOSSES AND BEFORE PROMOTIONS																			
PLANNED PROMOTIONS - FY 75																			
TO GRADE (+)																			
FROM GRADE (-)																			
PROJECTED CAREER SERVICE ODS AT END OF FY 75 (AVERAGE GRADE)																			
PROPOSED ADJUSTED CAREER SERVICE GS POSITION CEILING (CSGA) AND NON GS CEILING 6/30/75																			

COMMENTS: LOSSES: RESIGNATIONS, RETIREMENTS, EXTENDED LWOPS IN EFFECT AT END OF FY, APPROVED RETIREMENTS ON EXTENDED S/L.

GAINS: EODS, INCLUDE ASSIGNMENTS FROM TAS.

REFERENCE: COMPUTER LISTING 207A.

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UNIT I
On Duty Strength Statistics
COMPONENT

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PERSONNEL ON DUTY STRENGTH REPORT - BY CATEGORY

GS GRADES	GS 18	GS 17	GS 16	GS 15	GS 14	GS 13	GS 12	GS 11	GS 10	GS 9	GS 8	GS 7	GS 6	GS 5	GS 4	GS 3/2	TOTAL GS	SPS EP PL	WAGE BD.	MIL	TOTAL GS AND OTHER
PROFESSIONAL																					
CAREER SERVICE ON DUTY STRENGTH - END FY 74																					
PROPOSED CAREER SERVICE ON DUTY STRENGTH - END FY 75																					
TECHNICAL																					
CAREER SERVICE ON DUTY STRENGTH - END FY 74																					
PROPOSED CAREER SERVICE ON DUTY STRENGTH - END FY 75																					
CLERICAL																					
CAREER SERVICE ON DUTY STRENGTH - END FY 74																					
PROPOSED CAREER SERVICE ON DUTY STRENGTH - END FY 75																					
TOTAL CAREER SERVICE ON DUTY STRENGTH - END FY 74																					
PROPOSED TOTAL CAREER SERVICE ON DUTY STRENGTH - END FY 75																					

COMMENTS: REPORT WAGE BOARD EMPLOYEES IN THE CLERICAL BLOCK.
REPORT MILITARY DETAILEES IN BLOCKS APPROPRIATE TO THEIR RANK AND FUNCTION.
REPORT SPS, EP AND PL IN PROFESSIONAL BLOCKS.
REFERENCE: COMPUTER LISTING 207A.

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UNIT II

Manpower Analysis
COMPONENT

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PLANNED STAFF PERSONNEL GAINS - PROFESSIONAL, TECHNICAL AND CLERICAL

FY	TOTAL GAINS		CLERICAL					TECHNICAL		PROFESSIONAL	
	EXTERNAL*	INTERNAL**	STENO	TYPIST	OTHER	TOTAL		EXTERNAL	INTERNAL	EXTERNAL	INTERNAL
FY 74 GOALS						TAS***	INTERNAL				
FY 74 ACHIEVEMENTS											
FY 75**** GOALS											

COMMENTS: CATEGORIES IN THESE SECTIONS HIGHLIGHT NUMBERS OF PERSONNEL NEED TO MATCH PEOPLE AND JOBS.

*EXTERNAL - RECRUITMENT FROM OUTSIDE THE AGENCY, NOT ONLY OUTSIDE THE CAREER SERVICE.
**INTERNAL - ON-BOARD PERSONNEL, BUT FROM OUTSIDE THE REPORTING CAREER SERVICE AND WITH A CHANGE DE SD.

***TAS WILL BE INCLUDED IN THE EXTERNAL TOTAL REPORT.

****'GAINS' FIGURES SHOULD BE COMPATIBLE WITH ASP SUBMISSIONS. ANY SIGNIFICANT INCREASE OR DECREASE IN REQUIREMENTS SHOULD BE REELECTED ON AMENDED

FY 75 ASP.

REFERENCE: COMPUTER LISTINGS 212A&B, 241.

PROFESSIONAL GAINS

FY	CAREER TRAINEES	COLLEGE TRAINED MAJOR NOT IMPORTANT		COLLEGE TRAINED MAJOR IMPORTANT		SPECIALIST ADVANCED DEGREE		SPECIALIST EXPERIENCE CONTROLLING	
		EXTERNAL*	INTERNAL	EXTERNAL	INTERNAL	EXTERNAL	INTERNAL	EXTERNAL	INTERNAL
FY 74 GOALS									
FY 74 ACHIEVEMENTS									
FY 75 GOALS									

COMMENTS: SEE ABOVE FOR "EXTERNAL" AND "INTERNAL" EXPLANATIONS.

*CAREER TRAINEES WILL ALL BE REPORTED AS 'EXTERNAL' ALBEIT SOME MAY BE SELECTED FROM ON-BOARD PERSONNEL.

REFERENCE: COMPUTER LISTING 212. 241

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UNIT II
Manpower Analysis
COMPONENT

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PLANNED ALTERATIONS OR SIGNIFICANT CHANGES
IN CURRENT OCCUPATIONAL OR SKILLS DURING NEXT THREE YEARS

IDENTIFY OCCUPATION OR SKILL LEVELS NEEDED TO BE CHANGED. <i>(Use Additional Separate Pages If Necessary)</i>	DESIRED INCREASE		DESIRED DECREASE		METHODS OF ACHIEVING CHANGES	
	NO. IN 3 YEARS	NO. IN FY 75	NO. IN 3 YEARS	NO. IN FY 75	NO. IN 3 YEARS	NO. IN FY 75

COMMENTS: INCLUDE FY 75 ESTIMATE IN THREE (3) YEAR ESTIMATE.
SPECIFY CHANGES IN STIPULATED OCCUPATIONAL CODES (E.G. MECH. ENGINEER) AND ADDITIONAL SUPPLEMENTAL SKILL LEVEL NEED WITH DESIGNATED
CODE (E.G. MECH. ENG. WITH EXPERIENCE IN LINEAR PROGRAMMING).
REPORT ONLY SKILLS OR OCCUPATIONS WHERE A SIGNIFICANT ALTERATION OR CHANGE IS EXPECTED, NOT A ONE OR TWO PERSON LOSS OR GAIN.
NORMALLY AN 'INCREASE' IN ONE SKILL WOULD REFLECT A 'DECREASE' IN ANOTHER, AND WOULD ALSO REFLECT A CHANGE IN POSITION CLASSIFICATION.
IF THERE IS A SIGNIFICANT INCREASE WITHOUT A CORRESPONDING LOSS IN ANOTHER SKILL, PLEASE INDICATE PLANS FOR MAINTAINING CSGA OR
OBTAINING NECESSARY ADDITIONAL CEILING.

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UNIT II
Manpower Analysis
COMPONENT

ROTATIONAL ASSIGNMENT OF GS PROFESSIONAL EMPLOYEES

INTRA CAREER SERVICE ROTATIONAL ASSIGNMENT FOR AGREED TOUR								
FY	HOW MANY PROFESSIONAL MEMBERS OF OTHER SUB GROUPS IN YOUR CAREER SERVICE WILL BE TRANSFERRED TO POSITIONS IN YOUR CAREER SUB GROUP TO FILL JOBS OR FOR DEVELOPMENTAL ASSIGNMENT				HOW MANY PROFESSIONAL MEMBERS OF YOUR CAREER SUB GROUP WILL BE TRANSFERRED TO OTHER CAREER SUB GROUPS IN YOUR CAREER SERVICE TO FILL JOBS OR FOR DEVELOPMENTAL ASSIGNMENT			
	GS 16 & ABV.	GS 14-15	GS 12-13	GS 7-11	GS 16 & ABV.	GS 14-15	GS 12-13	GS 7-11
FY 74								
FY 75 GOALS								

COMMENT: CONFINE TO EMPLOYEES WITH CAREER SUB GROUP DESIGNATION OTHER THAN THAT OF POSITION TO BE FILLED.

INTER CAREER SERVICE ROTATIONAL ASSIGNMENT FOR AGREED TOUR								
FY	NUMBER OF PROFESSIONAL EMPLOYEES FROM OTHER CAREER SERVICES TO BE TRANSFERRED INTO YOUR CAREER SERVICE, WITH NO CHANGE OF SERVICE DESIGNATION, TO FILL JOBS OR FOR DEVELOPMENTAL ASSIGNMENT.				NUMBER OF PROFESSIONAL EMPLOYEES TO BE TRANSFERRED FROM YOUR CAREER SERVICE TO ANOTHER CAREER SERVICE, WITH NO CHANGE OF SERVICE DESIGNATION, TO FILL JOBS OR FOR DEVELOPMENTAL ASSIGNMENT.			
	GS 16 & ABV.	GS 14-15	GS 12-13	GS 7-11	GS 16 & ABV.	GS 14-15	GS 12-13	GS 7-11
FY 74								
FY 75 GOALS								

COMMENT: CONFINE TO EMPLOYEES WITH CAREER SERVICE DESIGNATION OTHER THAN THAT OF THE POSITION TO BE FILLED.

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MOVEMENT OF CLERICAL AND TECHNICAL GS EMPLOYEES
INTO PROFESSIONAL RANKS*

UNIT II
Manpower Analysis
COMPONENT

FY	NO. OF CLERICAL EMPLOYEES REASSIGNED TO PROFESSIONAL POSITIONS			NO. OF TECHNICAL EMPLOYEES REASSIGNED TO PROFESSIONAL POSITIONS		
	TOTAL	NO. RECEIVING PRIOR QUALIFYING EXPERIENCE/TRAINING **		TOTAL	NO. RECEIVING PRIOR QUALIFYING EXPERIENCE/TRAINING **	
		NO.	% OF REASSIGNED		NO.	% OF REASSIGNED
FY 74 GOALS						
FY 74 ACHIEV.						
FY 75 GOALS						

COMMENTS: *USE THE JOB TITLE OF THE EMPLOYEE RATHER THAN THAT OF THE POSITION AS
THE REFERENCE FOR IDENTIFYING CLERICAL AND TECHNICAL MOVEMENTS INTO
PROFESSIONAL RANKS.

**LIMIT ENTRIES TO FORMAL TRAINING, JOB ORIENTATIONS OR OTHER EXPERIENCES
DESIGNED TO EQUIP INDIVIDUALS TO PERFORM THE PROFESSIONAL JOBS TO WHICH
THEY HAVE BEEN OR ARE BEING ASSIGNED.

REFERENCE: COMPUTER LISTING 239.

CLERICAL SKILLS UTILIZATION

FY	USE OF SHORTHAND BY STENOGRAPHERS*		
	NO. OF STENOS	NO. WHOSE SHORTHAND IS USED TWO OR MORE HOURS PER WEEK	
		NO.	% OF TOTAL
FY 74			
FY 75** GOALS			

COMMENTS: *ESTIMATE OF USE OF S/H TO BE MADE BY
STENOGRAPHERS ASSIGNED TO OFFICES.

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UNIT II
Manpower Analysis
COMPONENT

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PLANNED LATERAL ENTRY (EXTERNAL) OF PROFESSIONAL PERSONNEL
GS-12 AND ABOVE

FY	GRADES					
	TOTAL	GS 16 AND ABOVE	GS 15	GS 14	GS 13	GS 12
FY 74 GOALS						
FY 74 ACHIEVEMENTS						
FY 75 GOALS						

COMMENTS: SHOULD INCLUDE THE PLANNED ENTRY-ON-DUTY OF ALL EXPERIENCED PEOPLE FROM FEDERAL AGENCIES, BUSINESS ACADEMIA, ETC. TOTALS WILL BE INCLUDED IN 'GAINS' REPORT ON PAGE 4.
REFERENCE: COMPUTER LISTING 212.

PERSONAL RANK ASSIGNMENTS
TWO YEARS OR LONGER FOR GS EMPLOYEES

FY	GRADES												
	TOTAL	GS 18	GS 17	GS 16	GS 15	GS 14	GS 13	GS 12	GS 11	GS 10	GS 9	GS 8	GS 7
FY 74 GOALS													
FY 74 ACHIEVEMENTS													
FY 75 GOALS													

COMMENTS: COUNT EMPLOYEES GS 7 AND ABOVE WHOSE GRADES EXCEED THAT OF THE POSITION TO WHICH ASSIGNED TWO YEARS OR MORE. FY 75 GOALS SHOULD SHOW INTENT TO REDUCE SUCH ASSIGNMENTS.
REFERENCE: COMPUTER LIST

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UNIT II
Manpower Analysis
COMPONENT

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NUMBER OF CONSULTANTS AND REEMPLOYED ANNUITANTS (CIVILIAN AND MILITARY)

FY	CONSULTANTS	REEMPLOYED ANNUITANTS					
		AGENCY RETIREES	OTHER FEDERAL CIVILIAN RETIREES		MILITARY RETIREES		TOTAL OF REEMPLOYED ANNUITANTS
			OFFICER	ENLISTED	STAFF EMP.	STAFF EMP.	
ON-BOARD 1 JULY 1974	APPOINTED	CONT. EMP.			STAFF EMP.	STAFF EMP.	STAFF EMP.
		INDEP. CONT.			CONT. EMP.	CONT. EMP.	CONT. EMP.
		CONSULTANT			INDEP. CONT.	INDEP. CONT.	INDEP. CONT.
	TOTAL				CONSULTANT	CONSULTANT	CONSULTANT
		TOTAL			TOTAL	TOTAL	TOTAL
PROPOSED ON-BOARD 1 JULY 1975	APPOINTED	CONT. EMP.			STAFF EMP.	STAFF EMP.	STAFF EMP.
		INDEP. CONT.			CONT. EMP.	CONT. EMP.	CONT. EMP.
		CONSULTANT			INDEP. CONT.	INDEP. CONT.	INDEP. CONT.
	TOTAL				CONSULTANT	CONSULTANT	CONSULTANT
		TOTAL			TOTAL	TOTAL	TOTAL

COMMENTS: PREPARE REPORT ON COMPONENT AND/OR DIRECTORATE BASIS. CAREER SERVICE WOULD BE APPLICABLE ONLY FOR THE STAFF EMPLOYEES.
REFERENCE: RETIRED MILITARY STAFF EMPLOYEE DATA IS PROVIDED BY MEMORANDUM FROM OP/TRB, BY REGULAR SEMI-ANNUAL REPORT.

CONSULTANT DATA AND REPORT OF RETIRED REGULAR MILITARY OFFICERS IN CONTRACT STATUS WILL BE PROVIDED BY MEMORANDUM FROM OP/CPB.

RETIRED RESERVE MILITARY OFFICER AND RETIRED ENLISTED PERSONNEL IN CONTRACT STATUS ARE NOT CODED IN THE COMPUTER AND THIS INFORMATION SHOULD BE PREPARED AS AVAILABLE IN COMPONENT RECORDS.

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UNIT II
Manpower Analysis
COMPONENT

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SEPARATIONS

ESTIMATED VOLUNTARY RETIREES*

	CIARDS						CSRS					
	GS 16/ABOVE	GS 15	GS 14	GS 13	GS 12	GS 11/Below	GS 16/ABOVE	GS 15	GS 14	GS 13	GS 12	GS 11/Below
FY 74 ESTIMATE												
FY 74 ACTUAL RETIREES												
FY 75 ESTIMATE												

COMMENTS: *THOSE WHO HAVE MET THE ELIGIBILITY REQUIREMENTS OF THEIR RETIREMENT SYSTEM (CIARDS OR CSRS) CHOOSE TO RETIRE FOR REASONS OTHER THAN DISABILITY AT SOME TIME PRIOR TO THEIR MANDATORY DATE (AS ESTABLISHED BY AGENCY POLICY).
REFERENCE: COMPUTER LISTINGS 262, 219.

TOTAL CIARDS

FY 74	
FY 75 EST.	

TOTAL CSRS

FY 74	
FY 75 EST.	

ESTIMATED INVOLUNTARY SEPARATIONS*

	TOTAL	INVOLUNTARY SEPARATIONS FOR REASONS OTHER THAN SUITABILITY**					
		GS 16/ABOVE	GS 15	GS 14	GS 13	GS 12	GS 11/Below
FY 74 ESTIMATE							
FY 74 ACTUAL SEPARATIONS							
FY 75 ESTIMATE							

COMMENTS: *NEED TO MEET REDUCED CEILING WHILE MAINTAINING DESIRED INPUT LEVELS.
**INCLUDE PERSONNEL IDENTIFIED AS BEING 'SURPLUS' AND/OR BEING RETIRED UNDER THE DISCONTINUED SERVICE (CSRS) OR INVOLUNTARY (CIARDS) PROGRAMS.
REFERENCE: COMPUTER LISTING 262, 219.

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UNIT III
Training
COMPONENT

PLANNED CORE, SKILL AND EXTERNAL TRAINING ENROLLMENTS

FY	OTR										EXTERNAL TRAINING - ONE OR MORE WEEKS (IDENTIFY EACH COURSE) USE SEPARATE SHEET IF NECESSARY						
	CORE						SKILLS (IDENTIFY EACH COURSE) USE SEPARATE SHEET IF NECESSARY										
	IWA	FSM	GRID	MID CAREER	ADV. MGT.	AIS	SENIOR SEMINAR										
FY 74 GOALS					N.A.												
FY 74 ACHIEVEMENTS																	
FY 75 GOALS																	

IWA - INTEL AND WORLD AFFAIRS.
 FSM - FUNDAMENTALS OF SUPERVISION/MGT.
 GRID - MANAGERIAL GRID.
 AIS - ADVANCE INTELLIGENCE SEMINAR.

COMMENT: DEVELOPMENTAL TRAINING REQUIREMENTS SPECIFIED IN THE PDP AND SKILLS TRAINING NEEDED BY EMPLOYEES FOR FUTURE ASSIGNMENTS SHOULD BE TAKEN INTO CONSIDERATION WHEN FILLING OUT THIS UNIT OF THE APP. TRAINING PLANS SHOULD RELATE TO ACTUAL NEEDS, NOT MERE ARITHMETICAL INCREASES IN PREVIOUS LEVELS OF TRAINING.
 REFERENCE: COMPUTER LISTING 601B- LISTING 601K FOR DDM&S, DDI, DDS&T, DCI.

LANGUAGE SKILLS ENROLLMENT

FY	TOTAL POSITIONS REQUIRING LANGUAGE S/2 OR HIGHER*	NO. OF POSITIONS WITH REQUIREMENTS FILLED	TRAINING ENROLLMENTS NO. S/2 LEVEL OR HIGHER		EMPLOYEE PLANNED GAINS, S/2 LEVEL OR HIGHER**	EMPLOYEE EXPECTED LOSSES, S/2 LEVEL OR HIGHER***	ESTIMATED ON DUTY STRENGTH S/2 LEVEL OR HIGHER
			FULL-TIME	PART-TIME			
FY 74 GOALS							
FY 74 ACHIEVEMENTS							
FY 75 GOALS							

COMMENTS: *AS INDICATED ON LANGUAGE CONTROL REGISTER (140).
 **REFERS TO ADDITIONS TO A CAREER SERVICE ROSTER AND TO INDIVIDUALS COMPLETING LANGUAGE TRAINING WHOSE LEVEL OF COMPETENCE HAS BEEN ESTABLISHED BY OFFICIAL TEST.
 ***REFERS TO RETIREES, RESIGNERS AND OTHERS LEAVING A CAREER SERVICE ROSTER WHOSE LEVEL OF COMPETENCE HAS BEEN ESTABLISHED BY OFFICIAL TEST.
 REFERENCE: COMPUTER LISTINGS 140. Approved For Release 2001/08/09 : CIA-RDP78-05343A000200010062-7

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UNIT III
Training
COMPONENT

LANGUAGE SKILLS DEVELOPMENT DURING FISCAL YEARS 74 AND 75

LANGUAGES <i>(List All Required)</i> USE SEPARATE SHEET IF NECESSARY	NUMBER OF EMPLOYEES																TOTALS PER LANGUAGE		
	A			B			C			D			E			F			
	FY 74 GOALS	FY 74 ACHIEV.	FY 75 GOALS	FY 74 GOALS	FY 74 ACHIEV.	FY 75 GOALS	FY 74 GOALS	FY 74 ACHIEV.	FY 75 GOALS	FY 74 GOALS	FY 74 ACHIEV.	FY 75 GOALS	FY 74 GOALS	FY 74 ACHIEV.	FY 75 GOALS	FY 74 GOALS	FY 74 ACHIEV.	FY 75 GOALS	
TOTALS BY SKILL LEVEL																			

COMMENTS: A DEVELOPMENT TO THE 2 LEVEL SPEAKING SKILL.
B DEVELOPMENT TO THE 3 LEVEL SPEAKING SKILL.
C DEVELOPMENT TO THE 4 LEVEL OR HIGHER OF SPEAKING SKILL.
D DEVELOPMENT TO THE 3 LEVEL OF READING AND/OR UNDERSTANDING SKILL.
E DEVELOPMENT TO THE 3 LEVEL IN COMPREHENSIVE LANGUAGE ABILITY (READING, SPEAKING AND UNDERSTANDING).
F DEVELOPMENT IN A SECOND LANGUAGE.

REFERENCE: COMPUTER LISTING 60L K (DDO MAINTAINS OWN RECORDS).

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UNIT IV
EEO
COMPONENT

EQUAL EMPLOYMENT OPPORTUNITY STATISTICS

WOMEN PROFESSIONAL EMPLOYEES

FY	TOTAL		STAFFING											
	NO.	%*	GS 18	GS 17	GS 16	GS 15	GS 14	GS 13	GS 12	GS 11	GS 10	GS 9	GS 8	GS 7/ BELOW
FY 74 GOALS														
FY 74 ACHIEVEMENTS														
FY 75 GOALS														

COMMENT: *PERCENT OF TOTAL PROFESSIONAL ODS.
REFERENCE: COMPUTER LISTING 207E.

CAREER SERVICE
PROFESSIONAL COMPLEMENT:

FY 74:	
FY 75: GOALS	

WOMEN PROFESSIONAL EMPLOYEES

FY	TOTAL		PROMOTION											
	NO.	%*	GS 18	GS 17	GS 16	GS 15	GS 14	GS 13	GS 12	GS 11	GS 10	GS 9	GS 8	GS 7/ BELOW
FY 74 GOALS														
FY 74 ACHIEVEMENTS														
FY 75 GOALS														

CAREER SERVICE
PROFESSIONAL PROMOTIONS:

FY 74:	
FY 75: GOALS	

COMMENT: *PERCENTAGE OF PROMOTIONS IN RELATION TO TOTAL PROMOTIONS APPROVED FOR PROFESSIONAL PERSONNEL IN REFERENCE
GRADE RANGES.
REFERENCE: COMPUTER LISTING 265.
N. B. WOMEN WHO HAVE A MINORITY RACIAL ORIGIN SHOULD BE COUNTED UNDER BOTH THE WOMEN AND THE MINORITY CATEGORIES.

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UNIT IV

EEO

COMPONENT

EQUAL EMPLOYMENT OPPORTUNITY STATISTICS

BLACK PROFESSIONAL EMPLOYEES

FY	TOTAL		STAFFING											
	NO.	%*	GS 18	GS 17	GS 16	GS 15	GS 14	GS 13	GS 12	GS 11	GS 10	GS 9	GS 8	GS 7/ BELOW
FY 74 GOALS														
FY 74 ACHIEVEMENTS														
FY 75 GOALS														

COMMENT: *PERCENT OF TOTAL PROFESSIONAL ODS.
REFERENCE: COMPUTER LISTING 207E.CAREER SERVICE
PROFESSIONAL COMPLEMENT:

FY 74:	
FY 75: GOALS	

BLACK PROFESSIONAL EMPLOYEES

FY	TOTAL		PROMOTION											
	NO.	%*	GS 18	GS 17	GS 16	GS 15	GS 14	GS 13	GS 12	GS 11	GS 10	GS 9	GS 8	GS 7/ BELOW
FY 74 GOALS														
FY 74 ACHIEVEMENTS														
FY 75 GOALS														

COMMENT: *PERCENTAGE OF PROMOTIONS IN RELATION TO TOTAL PROMOTIONS APPROVED FOR PROFESSIONAL PERSONNEL IN REFERENCE
GRADE RANGES.
REFERENCE: COMPUTER LISTING 265.
N.B. WOMEN WHO HAVE A MINORITY RACIAL ORIGIN SHOULD BE COUNTED UNDER BOTH THE WOMEN AND THE MINORITY CATEGORIES.CAREER SERVICE
PROFESSIONAL PROMOTIONS:

FY 74:	
FY 75: GOALS	

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UNIT IV
EEO
COMPONENT

EQUAL EMPLOYMENT OPPORTUNITY STATISTICS

OTHER RACIAL MINORITY PROFESSIONAL EMPLOYEES

FY	TOTAL		STAFFING											
	NO.	%*	GS 18	GS 17	GS 16	GS 15	GS 14	GS 13	GS 12	GS 11	GS 10	GS 9	GS 8	GS 7/ BELOW
FY 74 GOALS														
FY 74 ACHIEVEMENTS														
FY 75 GOALS														

CAREER SERVICE
PROFESSIONAL COMPLEMENT:

FY 74:	
FY 75: GOALS	

COMMENT: *PERCENT OF TOTAL PROFESSIONAL ODS.
REFERENCE: COMPUTER LISTING 207E.

OTHER RACIAL MINORITY PROFESSIONAL EMPLOYEES

FY	TOTAL		PROMOTION											
	NO.	%*	GS 18	GS 17	GS 16	GS 15	GS 14	GS 13	GS 12	GS 11	GS 10	GS 9	GS 8	GS 7/ BELOW
FY 74 GOALS														
FY 74 ACHIEVEMENTS														
FY 75 GOALS														

CAREER SERVICE
PROFESSIONAL PROMOTIONS:

FY 74:	
FY 75: GOALS	

COMMENT: *PERCENTAGE OF PROMOTIONS IN RELATION TO TOTAL PROMOTIONS APPROVED FOR PROFESSIONAL PERSONNEL IN REFERENCE
GRADE RANGES.
REFERENCE: COMPUTER LISTING 265.
N. B. WOMEN WHO HAVE A MINORITY RACIAL ORIGIN SHOULD BE COUNTED UNDER BOTH THE WOMEN AND THE MINORITY CATEGORIES.

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UNIT IV
EEO
COMPONENT

EQUAL EMPLOYMENT OPPORTUNITY STATISTICS

WOMEN TECHNICAL EMPLOYEES

FY	STAFFING															
	TOTAL		GS 16	GS 15	GS 14	GS 13	GS 12	GS 11	GS 10	GS 9	GS 8	GS 7	GS 6	GS 5	GS 4	GS 3
	NO.	%*														
FY 74																
FY 75 GOALS																

COMMENT: *PERCENT OF TOTAL TECHNICAL ODS.

REFERENCE: COMPUTER LISTING 207.

TOTAL
TECHNICAL COMPLEMENT

FY 74	
FY 75 GOAL	

WOMEN TECHNICAL EMPLOYEES

FY	PROMOTION															
	TOTAL		GS 16	GS 15	GS 14	GS 13	GS 12	GS 11	GS 10	GS 9	GS 8	GS 7	GS 6	GS 5	GS 4	GS 3
	NO.	%*														
FY 74																
FY 75 GOALS																

COMMENT: *PERCENTAGE OF PROMOTIONS IN RELATION TO TOTAL PROMOTIONS APPROVED FOR TECHNICAL PERSONNEL IN REFERENCE GRADE RANGES.

REFERENCE: COMPUTER LISTING 265.

TOTAL
TECHNICAL PROMOTIONS

FY 74	
FY 75 GOAL	

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UNIT IV

EEO

COMPONENT

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EQUAL EMPLOYMENT OPPORTUNITY STATISTICS

BLACK TECHNICAL EMPLOYEES

FY	STAFFING															
	TOTAL		GS 16	GS 15	GS 14	GS 13	GS 12	GS 11	GS 10	GS 9	GS 8	GS 7	GS 6	GS 5	GS 4	GS 3
	NO.	%*														
FY 74																
FY 75 GOALS																

COMMENT: *PERCENT OF TOTAL TECHNICAL ODS.
REFERENCE: COMPUTER LISTING 207.

TOTAL TECHNICAL COMPLEMENT	
FY 74	
FY 75 GOAL	

BLACK TECHNICAL EMPLOYEES

FY	PROMOTION															
	TOTAL		GS 16	GS 15	GS 14	GS 13	GS 12	GS 11	GS 10	GS 9	GS 8	GS 7	GS 6	GS 5	GS 4	GS 3
	NO.	%*														
FY 74																
FY 75 GOALS																

COMMENT: *PERCENTAGE OF PROMOTIONS IN RELATION TO TOTAL PROMOTIONS APPROVED FOR TECHNICAL PERSONNEL IN REFERENCE GRADE RANGES.
REFERENCE: COMPUTER LISTING 265.
N. B. WOMEN WHO HAVE A RACIAL MINORITY ORIGIN SHOULD BE COUNTED UNDER BOTH WOMEN AND THE MINORITY CATEGORIES.

TOTAL TECHNICAL PROMOTIONS	
FY 74	
FY 75 GOAL	

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UNIT IV
EEO
COMPONENT

EQUAL EMPLOYMENT OPPORTUNITY STATISTICS

OTHER RACIAL MINORITY TECHNICAL EMPLOYEES

FY	STAFFING															
	TOTAL		GS 16	GS 15	GS 14	GS 13	GS 12	GS 11	GS 10	GS 9	GS 8	GS 7	GS 6	GS 5	GS 4	GS 3
	NO.	%*														
FY 74																
FY 75 GOALS																

COMMENT: *PERCENT OF TOTAL TECHNICAL ODS.
REFERENCE: COMPUTER LISTING 207.

TOTAL TECHNICAL COMPLEMENT	
FY 74	
FY 75 GOAL	

OTHER RACIAL MINORITY TECHNICAL EMPLOYEES

FY	PROMOTION															
	TOTAL		GS 16	GS 15	GS 14	GS 13	GS 12	GS 11	GS 10	GS 9	GS 8	GS 7	GS 6	GS 5	GS 4	GS 3
	NO.	%*														
FY 74																
FY 75 GOALS																

COMMENT: *PERCENTAGE OF PROMOTIONS IN RELATION TO TOTAL PROMOTIONS APPROVED FOR TECHNICAL PERSONNEL IN REFERENCE GRADE RANGES.
REFERENCE: COMPUTER LISTING 265.
N.B. WOMEN WHO HAVE A RACIAL MINORITY ORIGIN SHOULD BE COUNTED UNDER BOTH WOMEN AND THE MINORITY CATEGORIES.

TOTAL TECHNICAL PROMOTIONS	
FY 74	
FY 75 GOAL	

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UNIT IV

EEO

COMPONENT

EQUAL EMPLOYMENT OPPORTUNITY STATISTICS

MOVEMENT OF MINORITY AND WOMEN CLERICAL AND TECHNICAL GS EMPLOYEES INTO PROFESSIONAL RANKS

FY	NO. OF CLERICAL EMPLOYEES REASSIGNED TO PROFESSIONAL POSITIONS						NO. OF TECHNICAL EMPLOYEES REASSIGNED TO PROFESSIONAL POSITIONS					
	BLACKS		OTHER RACIAL MINORITIES		WOMEN		BLACKS		OTHER RACIAL MINORITIES		WOMEN	
	NO.	%*	NO.	%*	NO.	%*	NO.	%*	NO.	%*	NO.	%*
FY 74												
FY 75 GOALS												

COMMENT: *PERCENTAGE OF THE TOTAL CLERICAL OR TECHNICAL PERSONNEL BEING REASSIGNED TO PROFESSIONAL POSITIONS AS REPORTED ON PAGE 7.
REFERENCE: COMPUTER LISTING 239.

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UNIT IV
EEO
COMPONENT

EQUAL EMPLOYMENT OPPORTUNITY STATISTICS

ENROLLMENT IN CORE, SKILL AND EXTERNAL TRAINING - MINORITY AND WOMEN
PROFESSIONAL EMPLOYEES

FY	CORE COURSES						SKILL COURSES						EXTERNAL COURSES					
	BLACKS		OTHER RACIAL MINORITIES		WOMEN		BLACKS		OTHER RACIAL MINORITIES		WOMEN		BLACKS		OTHER RACIAL MINORITIES		WOMEN	
	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%
FY 74																		
FY 75 GOALS																		

COMMENT: PERCENTAGE INDICATED IS OF THE TOTAL NUMBER REPORTED FOR THE ABOVE COURSES IN UNIT III, TRAINING.
REFERENCE: COMPUTER LISTING 601.

CORE COURSES SPECIFIED IN EEO OBJECTIVES

	MID CAREER		ADVANCE MGT.		SENIOR SEMINAR	
	NO.	%	NO.	%	NO.	%
FY 74						
FY 75 GOALS						

COMMENT: REPORT BLACK, OTHER RACIAL MINORITIES AND WOMEN AS ONE NUMBER. DO NOT COUNT A BLACK WOMAN TWICE. PERCENTAGE IS OF TOTAL ENROLLMENT IN COURSE.

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UNIT V
Background Statistics
COMPONENT

FY 74 PROMOTION STATISTICAL DATA FOR
PROFESSIONAL GS EMPLOYEES

	EMPLOYEES PROMOTED TO GRADE													TOTAL EMPLOYEES IN GRADE												
	GS 18	GS 17	GS 16	GS 15	GS 14	GS 13	GS 12	GS 11	GS 10	GS 9	GS 8	GS7/ BELOW	GS 18	GS 17	GS 16	GS 15	GS 14	GS 13	GS 12	GS 11	GS 10	GS 9	GS 8	GS7/ BELOW		
NUMBER																										
AVERAGE AGE*																										
AVERAGE TIME IN GRADE (BY MONTHS)**																										

COMMENTS: *PROMOTED EMPLOYEES: INDICATE AVERAGE AGE AT TIME OF PROMOTION. TOTAL EMPLOYEES: INDICATE AVERAGE AGE OF ALL EMPLOYEES IN THE GRADE.
**PROMOTED EMPLOYEES: INDICATE AVERAGE TIME IN THE GRADE FROM WHICH PROMOTED. TOTAL EMPLOYEES: INDICATE AVERAGE TIG FOR ALL EMPLOYEES IN GRADE.

REFERENCE: COMPUTER LISTING 265.

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UNIT V
 Background Statistics
 COMPONENT

**SEPARATIONS OF CIVILIAN STAFF PERSONNEL
FISCAL YEAR 1974**

REASON	PROFESSIONAL													NON-PROFESSIONAL									
	GS 18	GS 17	GS 16	GS 15	GS 14	GS 13	GS 12	GS 11	GS 10	GS 9	GS 8	GS 7 & BELOW	GS 15 & ABV	GS 14	GS 13	GS 12	GS 11	GS 10	GS 9	GS 8	GS 7	GS 6 & BELOW	
VOLUNTARY																							
JOB FACTORS																							
PERSONAL FACTORS																							
EDUCATION																							
FAMILY FACTORS																							
INVOLUNTARY																							
RESIGN. IN LIEU TERM.																							
SURPLUS*																							
RETIREMENT																							
CIARDS - VOLUNTARY/** MANDATORY																							
CIARDS - IN-VOLUNTARY (DISCONTINUED SVC)																							
CIARDS - DISABILITY																							
CSRS - OPTIONAL***																							
CSRS - DISCONTINUED SVC.																							
CSRS - DISABILITY																							
DEATH																							
TOTAL																							

COMMENTS: *REVIEW PERSONNEL SEPARATED AS "SURPLUS" AND DETERMINE NUMBER WHO WERE TRUE SURPLUS AND NUMBER WHO WERE SEPARATED AS CSRS DISCONTINUED SERVICE.
 ** INCLUDES PERSONNEL WHO RETIRE BETWEEN AGES 50 AND 60, THE MANDATORY AGE.

***INCLUDES PERSONNEL WHO RETIRE AT AGE 60, OR BEFORE, UNDER AGENCY'S POLICY FOR RETIREMENT AT AGE 60.

REFERENCE: COMPUTER LISTING 262.

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UNIT V
Background Statistics
COMPONENT

FITNESS REPORT RATING PROFILES

GRADE	TOTAL NUMBER RATED	RATING BY PERCENT					AVERAGE RATING	
		UNSATISFACTORY 1	MARGINAL 2	PROFICIENT 3	STRONG 4	OUTSTANDING 5	1973	1974
GS 18								
GS 17								
GS 16								
GS 15								
GS 14								
GS 13								
GS 12								
GS 11								
GS 10								
GS 9								
GS 8								
GS 7								
GS 6								
GS 5								
GS 4								
GS 3								

COMMENT: NUMERICAL INDICATORS FOR EVALUATIONS IN FRs ARE AS FOLLOWS: 1 = UNSATISFACTORY; 2 = MARGINAL; 3 = PROFICIENT; 4 = STRONG;
AND 5 = OUTSTANDING.

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UNIT V
Background Statistics
COMPONENT

GROUP COMMUNICATIONS

SECURITY VIOLATIONS

NUMBER OF MEETINGS OR GENERAL BRIEFINGS HELD DURING THE FISCAL YEAR FOR ALL MEMBERS OF A CAREER SUB-GROUP, OFFICE OR DIVISION.*		NUMBER OF SECURITY VIOLATIONS	
FY 74	FY 75 GOALS	FY 73	FY 74

COMMENT: *INTERPRET AS APPLYING TO ANY MEETING HELD FOR ALL EMPLOYEES ASSIGNED TO A SENIOR STAFF, OFFICE OR DIVISION. DO NOT REPORT MEETINGS FOR ANY GROUP SMALLER THAN A MAJOR COMPONENT OF A DIRECTORATE OR THE EXECUTIVE OFFICES.

REFERENCE: REPORT OF SECURITY VIOLATIONS ARE SUBMITTED MONTHLY TO DEPUTY DIRECTORS WITH COMPARATIVE REPORT FOR PRIOR THREE YEARS.

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AWARDS

UNI I V
Background Statistics
COMPONENT

QSI'S*

GRADES	NO.	
	1973	1974
GS 18		
GS 17		
GS 16		
GS 15		
GS 14		
GS 13		
GS 12		
GS 11		
GS 10		
GS 9		
GS 8		
GS 7		
GS 6		
GS 5		
GS 4		
GS 3		
TOTAL		

SUGGESTION & INCENTIVE AWARDS**

REFERENCE: *FOR QSIS COMPUTER LISTING 112 L AND M.
**FISCAL YEAR REPORT TO DDS AND DCI/FROM SUGGESTION/AWARDS COMMITTEE.

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UNIT V

Background Statistics
COMPONENT

HONOR AND MERIT AWARDS

	DISTINGUISHED INTELLIGENCE CROSS		DISTINGUISHED INTELLIGENCE MEDAL		INTELLIGENCE STAR		INTELLIGENCE MEDAL OF MERIT		CAREER INTELLIGENCE MEDAL		CERTIFICATE OF DISTINCTION		CERTIFICATE OF MERIT		UNIT CITATION		SPECIAL ACHIEVEMENT	
	1973	1974	1973	1974	1973	1974	1973	1974	1973	1974	1973	1974	1973	1974	1973	1974	1973	1974
SPS, EP, PL																		
GS 18																		
GS 17																		
GS 16																		
GS 15																		
GS 14																		
GS 13																		
GS 12																		
GS 11																		
GS 10																		
GS 9																		
GS 8																		
GS 7																		
GS 6																		
GS 5																		
GS 3/4																		
TOTAL																		

REFERENCE: COMPUTER LISTING 252D AND LISTING 252E (SEMI-ANNUAL) DISTRIBUTED BY HAM BOARD TO DIRECTORATES AND CAREER SERVICES.

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